

Checklist for the Posted Workers Notification

General

The posted workers legislation is European legislation. Contractors and Tata Steel IJmuiden B.V. are both obliged to comply with this legislation.

Service provider

Any employer or self-employed person with domicile in one of the countries of the European Union, Liechtenstein, Norway, Island or Switzerland and who has the intention, to temporarily send it's employees to work in the Netherlands, is referred to as a "service provider" and has a duty to notify.

The service provider must make it's notification before the work commences, through the Dutch online notification portal <https://meldloket.postedworkers.nl/runtime/>

Service recipient

The service recipient can be Tata Steel IJmuiden B.V. if the service provider is contracted directly with a purchase order from Tata Steel. If the service provider is contracted through a main contractor, this main contractor is the service recipient.

The service recipient is required to review whether all foreign employees are correctly notified. If the notification is incorrect or missing, access to the site can be denied.

If the notification is incorrect the service recipient must report this through the notification portal. The service provider has the possibility to correct the notification. Failing to do so will result in a missing notification and access to the site can be denied.

In this document we have listed some key items for correctly filling out a posted worker notification for staff members that will be posted at Tata Steel IJmuiden B.V. Please always make sure that Tata Steel IJmuiden B.V. is the service recipient. Subcontractor should always notify with the main contractor and not with Tata Steel.

This document is only an indication and is by no means complete. The service provider is responsible for making himself sufficiently familiar with the legislation.

No duty to notify

In some cases you do not need to notify your employees. A full list of the categories and conditions for incidental work that does not require a notification can be found in this document on page 4

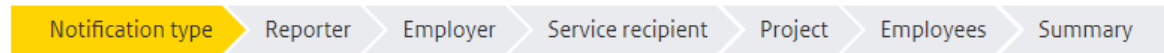
How to make a proper notification to Tata Steel IJmuiden B.V.

When you have questions pls contact postedworkers@tatasteelurope.com or +31 2514 95668. Please do not copy an old notification before you are sure that the instructions below are met. In-correct or missing notifications can lead to refusal of access to the site.

All questions on all Tabs must be properly filled.

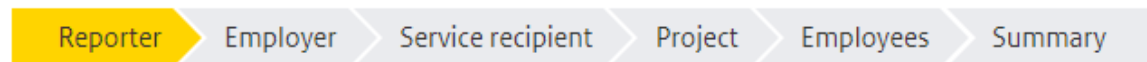
Underneath we only mention some of the specific details.

The online notification portal starts with in 7 Tabs.



Tab “Notification type”

Look carefully at the options, only choose for a year notification if really all criteria are met. After selecting the right options, the portal continues with only 6 tabs.



Tab 1 “Reporter”

The contact person of the service provider in the Netherlands must be entered.

The service provider needs to select a contact person from his company who is available in the Netherlands. If you do not have an office (or standard contact person) in the Netherlands, you can put in the name and required details of (one of) the posted worker(s) on the assignment.



Tab 3 “Service recipient”

The information from Tata Steel IJmuiden B.V. must be entered

Company name service recipient	Tata Steel IJmuiden B.V.
Country of residence	The Netherlands
Registration number Chamber of Commerce	34040331
VAT identification number (BTW nummer)	NL001707371B01
Address service recipient	Wenkebachstraat 1, 1951 JZ, Velsen Noord

NOTE:

The next question “**Details of contact person at service recipient**” is important.

Please see the example below

Details of contact person at service recipient

First name *	Prefix	Surname *
Contact person at Tata Steel or purchase ordernumber		
Phone number *	E-mail address *	
+31 2514 95668	postedworkers@tatasteelurope.com	

Use the name of your contact person at Tata Steel, this is **NOT** the same contact person as mentioned in Tab 1. If no contact person at Tata Steel is known, the purchase order number can be used instead.

If either is unknown please contact postedworkers@tatasteelurope.com or call +31 2514 95668

For the phone number in this question you only must use +31 2514 95668

For the email address in this question you only must use postedworkers@tatasteelurope.com

Do NOT use the email address of your contact person at Tata Steel, even if that is known to you.

TATA STEEL

Tata Steel Nederland IJmuiden B.V.

Address code 2H14, PO Box 10.000, 1970 CA IJmuiden, The Netherlands

Occasional work and exemptions

In some cases of occasional work, you do not have to notify your employees. These exceptions do not apply if you post an employee from a third country (= a country outside the European Economic Area (EU countries + Norway, Iceland and Liechtenstein) or Switzerland).

You do not have to report your employees if you temporarily let them perform the following types of work:

- Initial assembly or installation of a good, performed by qualified or specialized workers. Provided that the work is an essential part of an agreement for the supply of goods and is necessary for its implementation and the duration of the work does not exceed eight days, unless it concerns work in the construction sector.
- Urgent maintenance or repairs to tools, machines or equipment provided by the service provider to the service recipient for the purpose of which the repairs or maintenance are taking place, or employees who install, modify, or instruct the use of software supplied by the service provider of that software. Provided that their stay is necessary for these activities and does not exceed 12 consecutive weeks within a 36-week time frame.
- Attending scientific conferences, provided that the stay does not exceed 5 days per calendar month.
- Conduct business discussions or enter into agreements with companies or institutions, provided that the stay does not exceed 13 weeks within a 52-week time frame.
- Employees who work as correspondents for a publicity medium that has its head office outside the Netherlands.
- Participants in international sports competitions and their regular personal escorts, provided that their stay does not exceed 6 consecutive weeks within a period of 13 weeks.
- Artists and musicians and their permanent personal supervisors who perform a performance, visual artists, conservators or restorers, provided that their stay does not exceed 6 consecutive weeks within a period of 13 weeks.
- Guest lecturers who work at a Dutch institution for scientific education.
- Researchers and members of a scientific team employed by a university or scientific institution who participate in a scientific program of a university or scientific institution in the Netherlands, provided that their stay does not exceed 13 consecutive weeks within a period of 52 weeks.

For more information check the website: www.postedworkers.nl

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Documents required on site

It is the obligation of any employee of a foreign service provider while performing activities in the Netherlands to have certain documents available at all time.

When performing services on one of the Tata Steel sites first please ensure that you have with you or available to you digitally:

- 1) A copy of your original employment contract
- 2) A recent payslip or payslips
- 3) Registration of worked ours
- 4) A1 (certificate of coverage for social security)

Secondly the employee must know who is the registered contact person for the service provider (the name entered at Tab1 of the notification. See page 2 of this document). Check this with your employee before starting to work.

For any questions on this subject please contact Tata Steel at Postedworkers@tatasteelurope.com

For more information on the legislation please go to: <https://www.postedworkers.nl/>

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